Organisational Behaviour

You have applied for a managerial position as a Business Development Manager in a large retail organisation.

Following shortlisting you have been asked to attend for interview. Prior to the interview you need to send in a written portfolio which will help the interview panel to establish your suitability for the post.

Task 1 – Written Portfolio

You must prepare a portfolio of evidence which includes:

- an analysis of the characteristics of different organisational structures
- an explanation of how the culture of an organisation can impact on the effectiveness of the organisation
- an assessment of the impact of learning on the effectiveness of employees
- An evaluation of how working in teams can improve employee effectiveness.

Extension activities:

To gain a merit grade you must also include in your portfolio analysis of:

- How different leadership behaviours impact on organisations.

To gain a distinction grade you must also include in your portfolio analyses of:

- The process **and** outcomes of change on the effectiveness of employees.

Task 2

You know that questions from the panel will ask for your views on certain management theories. In preparation make detailed notes which:

- evaluate different leadership behaviour theories
- Analyse theories relating to work relationships **and** interactions.

Extension activities:

To gain a merit grade you must:

- Evaluate the relevance of organisational culture theory in developing organisational effectiveness.

Task 3 – Presentation with accompanying notes

You are to make a presentation to the interview panel as part of the selection process. You should prepare a presentation with accompanying notes which shows how organisations can motivate employees in order to improve their efficiency and effectiveness.

In the presentation and the accompanying notes, you must:

- analyse the benefits **and** issues with involving employees in organisational decision making
- Explain different ways to motivate employees.

Extension activities:

To gain a merit grade you must provide an accompanying hand-out for distribution to each member of the panel. The hand-out must:

- Analyse how motivational theory can inform employee motivation.

To gain a distinction grade, using a business organisation of your choice, you must:

- Evaluate how a named organisation of your choice motivates its employees.